



JOB POSTING

Applications Accepted
Until Filled

Position: Detention Officer
Department: Police Department / Jail
Employee Category: Full-Time
Monthly Salary: \$2,922
Work Schedule: Various days and shifts
To Apply: Applications available to fill out and print online [click here](http://www.bedfordtx.gov/hr) or go to our website www.bedfordtx.gov/hr. Please deliver or mail to Bedford Police Department: Recruiting – 2121 L. Don Dodson Drive.

JOB SUMMARY: Responsible for controlling prisoners as they are brought into the jail facility, which may require physical contact to subdue violent prisoners. Responsible for searching prisoners and securing their personal belongings. Fingerprinting and photographing prisoners. Prepare reports to document arrest information. Operate communication equipment during normal and emergency situations. Perform jail inspections. Attend to personal needs of prisoners, prepare meals, and perform minor janitorial and maintenance work. Maintain proper inventory and records of all jail property. Receive money, complete release forms, and assist with arraignments. Answer inquiries regarding prisoner status, verify information, and expedite processing of prisoners.

MINIMUM QUALIFICATIONS:

- A valid Texas Driver's License.
- High School Diploma or GED.
- Must be at least 18 years of age.
- Be able to successfully complete Basic Correctional Officer School.
- Must be available for any shift.
- **Preferred:** Municipal Jailer Course

SKILLS AND EXPERIENCE:

- Demonstrated ability to maintain vigilance against violence, apply physical force when necessary, remain calm and level-headed during emergencies yet respond appropriately when necessary.
- Basic knowledge of data entry software.
- Basic keyboarding skills.
- Ability to compile arrest reports and maintain inventory records.
- Demonstrated effective oral and written communication.
- Bilingual Spanish skills are highly desired.